

## HTML EDITOR

The **HTML Editor** lets you create sophisticated HTML content without typing any HTML code. The editor is available when composing E-mail, when publishing News articles and when creating campus Announcements. Buttons may vary depending on where you use the HTML Editor.

### FONT & SIZE DISPLAY BOX

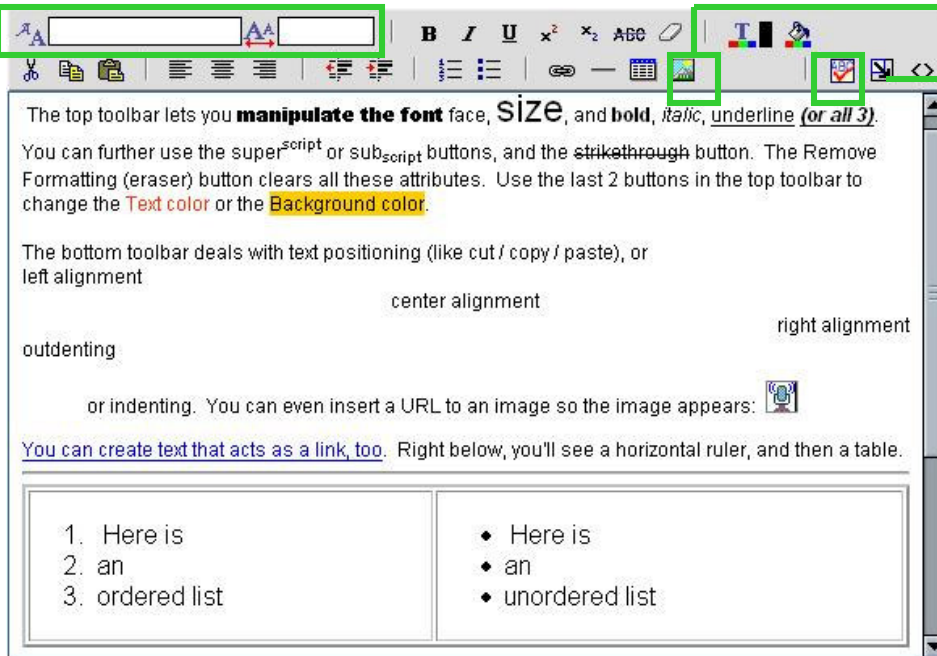
Use the buttons to select alternate fonts / sizes.



When your cursor is on text where a special font / size has been used, these fields will display the font and size selected.

**Click-and-drag** to highlight text, and click the desired format button. Or, click buttons first to select formatting and then start typing your text.

Many of the buttons function as they do in other popular word processing applications. Look at the text in the Editor to see their resulting attributes.



### INSERT IMAGE URL

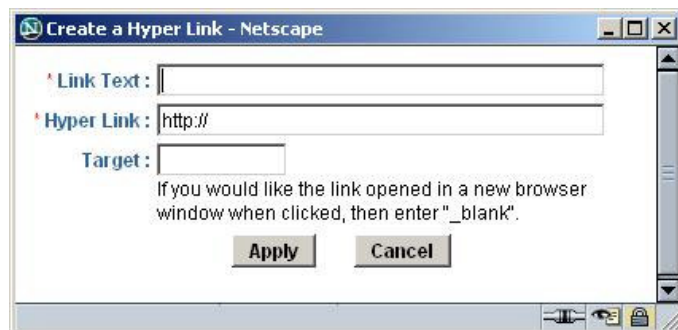
If you know the full URL to a file on the Web, you can reference its URL with the **Insert Image URL** button. The result is that the actual image will be displayed to the reader.

### SPELL CHECKER

Use the **Spell Checker** button to check the spelling of text in the Editor content area.


### INSERTING A HYPERLINK

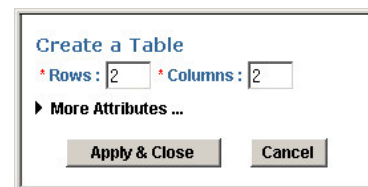
1. Place your cursor where a link should be inserted.
2. Click the **Insert Link** button .
3. When the pop-up dialog appears, enter text that should act as the link in the **Link Text** field.



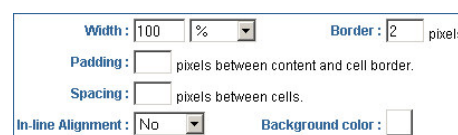
4. Enter the full URL in the **Hyper Link** field.
5. If you want the link to appear in a new window, type **\_blank** in the **Target** field.
6. Click **Apply**.

### INSERTING A TABLE

1. Place your cursor where the table should be inserted.
2. Click the **Insert Table** button .
3. In the pop-up dialog, enter a numeric value in the **Rows** and **Columns** text fields as desired.



4. Click **More Attributes...** if you wish to access a panel that lets you to specify extra details (width, border width, cell padding, cell spacing, in-line alignment and color).



5. Click **Apply & Close** when all details have been entered.